

## Message Text

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PAGE 01 STATE 165751  
ORIGIN SS-25

INFO OCT-01 ISO-00 SSO-00 CCO-00 /026 R

DRAFTED BY S/S-S:MOWENS:JW

APPROVED BY S/S-S:LREDDY

NEA:RNEUMANN

S/S -SGOLDSMITH

S - DSPEIGEL

-----079395 152320Z /70

P 152143Z JUL 77

FM SECSTATE WASHDC

TO AMEMBASSY TEL AVIV PRIORITY

AMEMBASSY CAIRO PRIORITY

AMEMBASSY BEIRUT PRIORITY

AMEMBASSY AMMAN PRIORITY

AMEMBASSY DAMASCUS PRIORITY

AMEMBASSY JIDDA PRIORITY

AMCONSUL JERUSALEM PRIORITY

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EXDIS

E.O. 11652: N/A

TAGS: OVIP (VANCE, CYRUS) IS, SY, SA, EG, LE, JO

SUBJECT: SECRETARY VISIT TO THE MIDDLE EAST; SECRETARIAT  
STAFF REQUIREMENTS

1. THE SECRETARIAT STAFF (S/S) ASSISTS IN THE PREPARATION  
OF THE SECRETARY'S SCHEDULE, IS RESPONSIBLE FOR ALL MATTERS  
CONCERNING THE PREPARATION OF BRIEFING MATERIALS FOR HIS  
USE, AND COORDINATES THE ACTIVITIES OF THE OFFICIAL PARTY.  
S/S ALSO MANAGES ALL TELEGRAMS AND OTHER INFORMATION  
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FLOWING TO AND FROM THE PARTY (SEE SEPTEL ON CABLE TRAFFIC)  
AND LIAISON BETWEEN THE PARTY AND THE HOST EMBASSY.

2. S/S PERSONNEL: A SECRETARIAT TEAM CONSISTING OF ONE  
OFFICER AND ONE SECRETARY WILL NORMALLY PRECEDE THE  
SECRETARY TO CONSULT WITH POST IN ENSURING THAT ALL  
REQUIREMENTS ARE UNDERSTOOD AND MET. A SECOND TEAM WILL

ARRIVE WITH THE SECRETARY. NAMES AND TRAVEL INFORMATION FOR TEAM MEMBERS WILL BE PROVIDED SEPTELS.

3. S/S LIAISON OFFICER: THE POST SHOULD DESIGNATE AN S/S LIAISON OFFICER TO PROVIDE FULL-TIME ASSISTANCE TO S/S FROM THE ADVANCE TEAM'S ARRIVAL UNTIL THE ADVANCE TEAM'S DEPARTURE AFTER THE SECRETARY HAS LEFT. THIS IS TYPICALLY

A MIDDLE-GRADE, SUBSTANTIVE OFFICER WITH ENOUGH TENURE AT POST TO HAVE A GOOD GRASP OF HOW THE EMBASSY AND HOST GOVERNMENT FUNCTION. HE OR SHE SHOULD BE FULLY READ INTO EMBASSY PREPARATIONS FOR THE VISIT AND PREPARED TO BRIEF THE S/S ADVANCE TEAM AT THE AIRPORT UPON ARRIVAL. HE OR SHE SHOULD ALSO ENSURE THAT A COMPLETE FILE OF ALL MESSAGES THE POST HAS RECEIVED OR TRANSMITTED RELATED TO THE VISIT, INCLUDING NODIS, IS MAINTAINED FOR S/S ADVANCE TEAM. PLEASE CABLE NAME OF S/S LIAISON OFFICER.

4. MEDIA REPORTS: ENGLISH-LANGUAGE TICKER SERVICE SUCH AS UPI, AP OR REUTER WILL BE NEEDED ON 24-HOUR BASIS. TEN PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0600 EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2400. THE S/S ADVANCE TEAM WILL INDICATE THE DATE AND TIME WHEN THIS SERVICE SHOULD START. POST SHOULD ARRANGE TO HAVE MACHINES RUN UNATTENDED BETWEEN 2300 AND 0500. THE LIMITED OFFICIAL USE

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FOLLOWING CRITERIA APPLY:

-- REPRODUCE EACH STORY--DO NOT FURNISH ORIGINALS TO S/S. EACH STORY SHOULD BEGIN ON A NEW PAGE. DO NOT REPRODUCE TWO OR MORE STORIES TOGETHER ON THE SAME PAGE.

-- ON SECRETARY'S COPY ONLY (ITSELF A PHOTOCOPY THE ORIGINAL), ATTACH A ONE OR TWO-SENTENCE SUMMARY OF EACH STORY, STRESSING NEW DEVELOPMENTS AND HIGHLIGHTING COMMENT OR OPINION, TYPED ON THREE-BY-FIVE INCH NOTEBOOK AND STAPLED TO THE UPPER RIGHT-HAND CORNER OF THE FIRST PAGE OF EACH STORY.

-- INDIVIDUALS SUPERVISING THIS FUNCTION SHOULD CONFER WITH S/S ADVANCE TEAM TO ASSURE UNDERSTANDING OF PROCEDURES. THIS INDIVIDUAL SHOULD NOT BE THE S/S LIAISON OFFICER.

TEN COPIES EACH OF THE LEADING ENGLISH-LANGUAGE DAILIES, SUCH AS THE INTERNATIONAL HERALD TRIBUNE, SHOULD BE MADE AVAILABLE TO S/S BY 0600. TEN COPIES OF THE USIS WIRELESS FILE SHOULD BE PROVIDED TO S/S AS SOON AS RECEIVED. US

CURRENT NEWS WEEKLIES, I.E., TIME, NEWSWEEK, SHOULD ALSO BE MADE AVAILABLE.

5. THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE FOREIGN OFFICIALS -- WILL BE DRAFTED IN THE DEPARTMENT. ON ARRIVAL, S/S TEAM TRAVELING ABOARD PLANE WILL PROVIDE DRAFTS TO EMBASSY FOR COMMENT. EMBASSY SHOULD BE PREPARED TO DELIVER THANK-YOU MESSAGES WHICH WILL BE

TRANSMITTED FOLLOWING SECRETARY'S DEPARTURE.

6. SPECIAL ATTENTION IS CALLED TO S/S REQUIREMENTS FOR DUTY SECRETARIES AND COURIERS OUTLINED IN ADMIN/LOGISTICAL CABLE. S/S ADVANCE TEAM WILL REVIEW THESE WITH POST ON LIMITED OFFICIAL USE

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ARRIVAL.

7. INSTRUCTIONS ON TRIP SCHEDULING AND SCENARIO PREPARATION FOLLOW SEPTEL.

8. DELCASSIFY UPON OFFICIAL ANNOUNCEMENT OF VISIT. VANCE

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PAGE 01 STATE 165751  
ORIGIN SS-15

INFO OCT-01 ISO-00 SSO-00 /016 R

66011  
DRAFTED BY:S/S-EX:LLEATON  
APPROVED BY:S/S-EX:LLEATON  
S/S:TMARTIN  
DESIRED DIST:S (SPIEGEL), S/S-S (OWENS), OC (GENDRON),  
NEA (ABINGTON)

-----055519 232208Z /72

O 232145Z JUL 77  
FM SECSTATE WASHDC  
TO AMCONSUL ALEXANDRIA IMMEDIATE

LIMITED OFFICIAL USE STATE 165751

EXDIS

FOLLOWING REPEAT STATE 165751 SENT ACTION TEL AVIV CAIRO  
BEIRUT AMMAN DAMASCUS JIDDA JERUSALEM 15 JULY.

QUOTE: LIMITED OFFICIAL USE STATE 165751

EXDIS

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## Message Attributes

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**Copy:** SINGLE  
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**Decaption Date:** 22 May 2009  
**Decaption Note:** 25 YEAR REVIEW  
**Disposition Action:** RELEASED  
**Disposition Approved on Date:**  
**Disposition Case Number:** n/a  
**Disposition Comment:** 25 YEAR REVIEW  
**Disposition Date:** 22 May 2009  
**Disposition Event:**  
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**Errors:** n/a  
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**Review Event:**  
**Review Exemptions:** n/a  
**Review Media Identifier:**  
**Review Release Date:** n/a  
**Review Release Event:** n/a  
**Review Transfer Date:**  
**Review Withdrawn Fields:** n/a  
**SAS ID:** 1844427  
**Secure:** OPEN  
**Status:** <DBA CHANGED> GWR 20040430; <DBA REVIEWED> GWR 20040503  
**Subject:** SECRETARY VISIT TO THE MIDDLE EAST; SECRETARIAT STAFF REQUIREMENTS  
**TAGS:** OVIP, IS, SY, SA, EG, LE, JO, (VANCE, CYRUS)  
**To:** TEL AVIV CAIRO MULTIPLE  
**Type:** TE  
**vdkvgwkey:** odbc://SAS/SAS.dbo.SAS\_Docs/6e35c06a-c288-dd11-92da-001cc4696bcc  
**Review Markings:**  
Margaret P. Grafeld  
Declassified/Released  
US Department of State  
EO Systematic Review  
22 May 2009  
**Markings:** Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 22 May 2009